

# REGISTERED NURSE, CORRECTIONAL FACILITY



## OPEN

**AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.**

**EXAMINATION BASE** DEPARTMENTAL OPEN FOR:  
DEPARTMENT OF CORRECTIONS

**WHO SHOULD APPLY** Applicants who meet the minimum qualifications as stated below and have not previously tested with the Department of Corrections (CDC) during this testing period. CDC testing period(s) for this examination are: **January – June and July - December.** Applications will not be accepted on a promotional basis.

**HOW TO APPLY** **ONLY THE REGISTERED NURSE, CORRECTIONAL FACILITY SCANNABLE APPLICATION/EXAMINATION FORM WILL BE ACCEPTED FOR THIS EXAMINATION**

**Submit the scannable application/examination in a 10” x 12” envelope to the following address:  
Do not separate, staple, fold or bend**

**By mail with:**

Department of Corrections  
Office of Selection and Standards  
Selection Support Unit  
ATTN: RN Exam  
2201 Broadway  
Sacramento, CA 95818

**or**

**In person at one of the following locations:**

Department of Corrections Northern Selection Center 2201 Broadway Sacramento, CA 95818	Department of Corrections Central Selection Center 2510 S. East Avenue, Suite 350 Fresno, CA 93706	Department of Corrections Southern Selection Center 9055 Haven Avenue, Suite 104 Rancho Cucamonga, CA 91730
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The required scannable application/examination form for this examination is available at the following locations:

- Department of Corrections’ (CDC) personnel offices at each correctional institution
- Personnel Examining Section at 1515 S Street, Room 522-N, Sacramento, CA 95814
- Office of Selection and Standards Selection Centers (2201 Broadway, Sacramento, CA 95818; 2510 S. East Avenue, Suite 350, Fresno, CA 93706; 9055 Haven Avenue, Suite 104, Rancho Cucamonga, CA 91730).

This document may also be obtained by contacting a Health Professions Recruiter at the electronic mailing address ([Health.Recruit@corr.ca.gov](mailto:Health.Recruit@corr.ca.gov)) or by calling the toll free job line at **1-888-232-4584**.

**DO NOT SUBMIT A RESUME, ANY OTHER APPLICATION FORM OR ATTACH ANY OTHER DOCUMENTS TO THE REGISTERED NURSE, CF SCANNABLE APPLICATION/EXAMINATION EXCEPT FOR ANY DOCUMENTS SPECIFIED IN THE SCANNABLE APPLICATION/EXAMINATION.**

**APPLICATION DEADLINE/ REQUIREMENTS** Applications will be accepted on a continuous basis.  
  
All applicants must meet the education and/or experience requirements for this examination at the time he/she files his/her application.

**TEST DATE** The Office of Selection and Standards will notify and test applicants as needs warrant.

**SALARY RANGE(S)** **As of 07/03/03**  
Range A: \$3,532 - \$4,246  
Range B: \$3,780 - \$4,555  
Range C: \$3,896 - \$4,681 (with inmate supervision)  
Range D: \$4,167 - \$5,023 (with inmate supervision)

**Alternate Range Criteria 40**  
**Range A.** This range shall apply to incumbents who do not meet the criteria for payment in Range B.  
**Range B.** This range shall apply to incumbents in positions approved by the Department of Personnel Administration’s and the State Personnel Board’s staff as having regular, direct responsibility for work supervision, on-the-job training, and work performance evaluation of at least two inmates, who substantially replace civil service employees for at least 173 allocated hours of inmates’ time per pay period.

This range may also apply to employees in positions approved by the Department of Personnel Administration’s staff as having direct supervisory responsibility over incumbents who meet the conditions stated above.

**Alternate Range Criteria 231**  
**Range A.** This range shall apply to incumbents who do not meet the criteria for payment at a higher range.  
**Range B.** This range shall apply to those incumbents who have satisfactorily completed the equivalent of 12 months of professional nursing experience in either:  
1. The California state service performing duties of a Registered Nurse. Range A. or Registered

SALARY RANGE(S)  
(CONT'D)

Nurse (Forensic Facility), Range A. Experience as a Pre-Registered Nurse may be substituted for up to six months of the required Range A experience on a month-for-month basis. or A facility for inpatient or outpatient care.

a. A Master’s Degree in Nursing may be substituted for the entire experience or a Baccalaureate Degree in Nursing may be substituted for six months of the required experience.

b. Experience performing the duties of a Medical Technical Assistant, Psychiatric Technician or a Licensed Vocational Nurse working with inmate patients, developmentally disabled, mentally disabled, or Veterans’ Home and Medical Center members may be substituted for up to six months of the required experience on the basis that two months of Medical Technical Assistant/Psychiatric Technician/Licensed Vocational Nurse experience equal one month of the required experience.

c. Experience performing the duties of a Senior Psychiatric Technician may be substituted for the required experience on a month-for-month basis.

**Range C.** This range shall apply to incumbents who meet criteria for payment at Range A under Alternate Range Criteria 231 and who are in positions that meet the criteria for payment at Range B of Alternate Range Criteria 40.

**Range D.** This range shall apply to incumbents who meet criteria for payment at Range B under Alternate Range Criteria 231 and who are in positions that meet the criteria for payment at Range B of Alternate Range Criteria 40. Prior to movement to another class in State service, an employee receiving compensation under Range C or D shall first be returned to the range under Alternate Range Criteria 231 for which they meet the criteria without application of the provisions of Alternate Range 40.

Hiring Above The Minimum

All correctional institutions **may** authorize a “**Hiring Above the Minimum**” (HAM) salary differential. Extraordinary qualifications, experience and current salary will determine the actual starting salary. The hiring authority reviews your credentials and evaluates your experience to determine if a “**HAM**” salary differential is applicable.

Recruitment and Retention (R&R) Bonus (as of 01/01/03)

- \$800 paid monthly
- \$1,000 paid monthly at Salinas Valley State Prison and Correctional Training Facility only
- \$2,400 paid annually (limited to Avenal State Prison, Ironwood State Prison, Chuckawalla Valley State Prison, Calipatria State Prison, and Centinela State Prison after 12 months of full-time employment)

3 Phase Bonus Program (Est. 01/01/03)

(Does not apply to transfers from other State Departments)

- \$1,500 one-time payment upon completion of one (1) qualifying pay period
- \$1,500 one-time payment upon completion of six (6) consecutive qualifying pay periods
- \$1,000 one-time payment upon completion of 18 consecutive qualifying pay periods

BENEFITS

- Deferred Compensation Plans (Savings pool, 401k and 457 plan)
- \$100 monthly Bilingual Differential Pay
- 75% Reimbursement of Van Pool, \$65 maximum per month (\$100 primary driver)
- 75% Reimbursement of Public Transit Passes, \$65 maximum per month
- Flexible work hours (management discretion)
- Pre-tax parking (where applicable)
- Fourteen (14) paid holidays
- Generous paid vacation/sick leave or annual leave
- Jury duty/military/bereavement leave
- Health, Dental and Vision Care Plans (Rural Health Care Equity Program for areas without HMO’s)
- Pre-retirement death benefit
- Dependent Care Program
- Long Term Insurance (CalPERS)
- Home Loan Program (CalPERS)
- Legal Services
- Employee Assistance Program
- Work and Family Advisory Committee
- \$112-\$139 monthly Night Shift Differential Pay
- \$50 monthly Education Differential Pay
- \$150 monthly Shift Lead Differential Pay
- Clinical Supervision Differential Pay
- \$200 and 32 hours annually for Continuing Education Units
- Up to \$450 annual Uniform Allowance
- Reimbursement of license renewal fees (actual cost)
- State Registered Nurses Scholarship Fund (administered by the Department of Personnel Administration)
- California Public Employees’ Safety Retirement System (exempt from paying into Federal Social Security System)

MINIMUM  
QUALIFICATIONS

Possession of a current license as Registered Nurse in California.

*Applicants who do not meet this requirement will be admitted to the examination, but they must secure the required license before they will be considered eligible for appointment.*

**Special Personal Characteristics:** Empathetic understanding of patients of a State correctional facility; willingness to work in a State correctional facility; emotional stability; patience; tact; alertness; and keenness of observation.

**Special Physical Characteristics:** Persons appointed to this position must be reasonably expected to have and maintain sufficient strength, agility and endurance to perform during stressful (physical, mental and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates.

Assignments may include sole responsibility for the supervision of inmates and/or the protection of personal and real property.

EXAMINATION PLAN	<p><b>INTERVIEWS WILL NOT BE HELD.</b> This examination will consist of a scannable application/examination weighted 100%. To obtain a position on the eligible list, applicants must achieve a minimum rating of 70% on the scannable application/examination.</p> <p>The scannable application/examination is designed to elicit a range of specific information regarding each candidate's knowledge, skills, abilities, experience and potential to effectively perform the duties relative to the classification. <b>SUBMISSION OF THE SCANNABLE APPLICATION/EXAMINATION IS MANDATORY.</b> Candidates who do not submit a completed scannable application/examination will be eliminated from this examination.</p> <p style="text-align: center;"><b>Scannable Application/Examination -- Weighted 100.00%</b></p> <p><b>Scope:</b> Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:</p> <p><b>A. Knowledge of:</b></p> <ol style="list-style-type: none"><li>Professional nursing principles and techniques.</li><li>Disease process and treatment modalities.</li><li>Appropriate administration of medications.</li><li>Principles and procedures of infection control.</li><li>Principles of effective verbal, written and group communications.</li></ol> <p><b>B. Ability to:</b></p> <ol style="list-style-type: none"><li>Apply nursing principles and techniques.</li><li>Assess, evaluate, and record symptoms and behavior.</li><li>Plan, organize and direct the work of others.</li><li>Analyze situations accurately and take effective action.</li><li>Maintain effective working relationships with health professionals and others.</li></ol>
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ELIGIBLE LIST INFORMATION	<p>The resulting eligible list will be established to fill vacancies for the Department of Corrections. Names of successful candidates are merged into the list(s) in order of final scores, regardless of date. Eligibility expires <b>12</b> months after establishment, unless the needs of the service and conditions of the list(s) warrant a change in this period.</p>
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POSITION DESCRIPTION AND LOCATION(S)	<p>A Registered Nurse, Correctional Facility, under general direction, in a State correctional facility provides direct and indirect nursing care to inmate patients; provides clinical supervision and training to other nursing staff; collaborates with physicians and other health care providers; takes independent action within professional preparation and legal limits; maintains order and supervises the conduct of inmates; protects and maintains the safety of persons and property and does other related work.</p> <p>Position(s) exist at various institutions located throughout the state and headquarters in Sacramento with the Department of Corrections.</p>
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VETERANS POINTS/ CAREER CREDITS	<p>Veteran's Preference Points will be granted in this examination. Due to changes in the law, which were effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive Veteran's Preference Points. Career credits will not be granted in this examination.</p>
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GENERAL INFORMATION

**The Department of Corrections** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

**Examination Locations:** If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

**General Qualifications:** Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

**Veteran's Preference:** California law allows the granting of Veteran's Preference Points in Open Entrance and Open Nonpromotional Entrance examinations. Veteran's Preference Points will be added to the final score of all competitors who are successful in these types of examinations and qualify for and have requested these points. Credit in Open Entrance examinations is granted as follows: 10 points for veterans, widows and widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. Credit in Open Nonpromotional Entrance examinations is granted as follows: 5 points for veterans; and 10 points for disabled veterans. Directions to apply for Veteran's Preference Points are on the Veteran's Preference Application (Std. Form 1093) which is available from State Personnel Board Offices, written test proctors, and the Department of Veteran's Affairs, P. O. Box 942895, Sacramento, CA 94295-0001.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDC TESTING INFORMATION CALL (916) 322-2694  
California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2922

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS